



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE PERSONNEL CENTER
RANDOLPH AIR FORCE BASE TEXAS

11 FEB 2005

MEMORANDUM FOR EMPLOYEES ELIGIBLE FOR LCCEP GS-15 COVERED
POSITIONS

FROM: HQ AFPC/DPKCL
555 E Street West, Suite 1
Randolph AFB TX 78150-4530

SUBJECT: FY05 Primary Managerial Competency Assessment of the GS-15 Logistics Civilian
Career Enhancement Program (LCCEP) Professional Credentials Score Process
(PCSP) Call (Suspense: 25 April 2005)

The LCCEP Policy Council approved a program to assess and certify candidates eligible for promotion to GS-15 LCCEP non-bargaining unit covered positions. The Professional Credentials Score Process (PCSP) evaluates the credentials of GS-15 promotion candidates to meet Logistics workforce needs. In order to be considered for promotion to Logistics centrally managed GS-15 positions, eligible candidates must complete a Managerial Competency Assessment. This letter outlines requirements to meet the FY05 Primary Managerial Competency Assessment Cycle.

The Professional Credentials Score (PCS) evaluates the credentials of eligible employees to meet logistics force needs using assessment criteria derived from the Air Force approved "five pillar" Whole Person Assessment model for developing civilian leadership. The first four pillars Education, Professional Development, Experience, and Performance are credited similarly to the weighting employed in the LCCEP Whole Person Score (WPS) methodology. The fifth pillar, "Managerial Competencies" will be assessed from employee prepared responses citing credentials towards the five defined OPM Executive Core Qualifications (ECQs) and results in the Managerial Competency Score (MCS). Leading Change, Leading People, Results Driven, Business Acumen, and Building Coalitions/Communications are the five OPM ECQs; definitions may be found on the OPM web site: <http://www.opm.gov/ses/ecq.html>.

The Managerial Competency Assessment occurs through the review of a candidate's submitted assessment package addressing the five OPM ECQs. A Candidate Review Board (CRB), consisting of senior ranking military and civilian logisticians, will conduct an assessment of endorsed and submitted packages. The CRB review will result in assignment of a Managerial Competency Score (MCS). Each MCS will be reviewed and accepted through LCCEP Policy Council structure. Once all scores have been validated, each employee receiving an MCS will be advised of their score by e-mail. Points attained for each of the first four pillars will be combined with the Managerial Competency Assessment (fifth pillar), reflected by the MCS, to form a Professional Credentials Score (PCS).

The PCSP does not require permanent GS-15 employees who apply for reassignment consideration to submit a Managerial Competency Assessment package. Permanent GS-15 employees who self-nominate and are qualified under the Promotion Plan will be referred as reassignment candidates.

LCCEP covered GS-15 position vacancies will be advertised on the AFPC web site. The appropriate Promotion Plan as well as the PCS will be used to prepare and rank the referral certificate containing the top 15 promotion candidates for the Candidate Referral Roster (CRR). Employees that apply for promotion consideration must have a MCS in order to be eligible for referral. LCCEP will provide the certificate to the requesting management official, who will interview qualified candidates.

MANAGERIAL COMPETENCY ASSESSMENT MINIMUM ELIGIBILITY

CRITERIA: Employees must meet one of the following minimum eligibility criteria in order to participate in this assessment:

(1) Currently holds the temporary or permanent grade of GS-14 with qualifying logistics experience as of the date the announcement closes.

(2) Currently holds the temporary or permanent grade of WS-15 or above with qualifying logistics experience as of the date the announcement closes.

(3) Currently holds any permanent grade with eligibility for promotion to grade GS-15 based on having previously held a permanent or temporary GS-14 or WS-15 or above for a minimum of 12 months cumulative with qualifying logistics experience

NOTE: All individuals who retained their score from the FY01 Primary or FY02 Intermediate cycles **must** participate in this process this cycle in order to be eligible for promotion consideration to LCCEP centrally managed GS-15 positions. Individuals who participated in the FY03 Primary Assessment or FY04 Intermediate Assessment cycles can choose to retain their current score for an additional cycle (NTE 4 years). If you intend to retain your FY03 or FY04 assessment score, you must e-mail Ms. Sylvia Reynolds at sylvia.reynolds@randolph.af.mil NLT 31 Mar 2004. Failure to self nominate for this cycle or failure to e-mail your intention to retain your FY03 or FY04 cycle scores will result in non-consideration for participation in the PCSP during this Primary Assessment cycle. All scores not retained will revert to zero at the end of this cycle (1 Jun 05).

SELF NOMINATION: Employees desiring to participate in the FY05 Primary Managerial Competency Assessment Cycle **must** self nominate during the announcement open period from 4 Feb 2005 through 11 Mar 2005. The Logistics Internal Announcement number is: 05FEB431780 and is further identified as: PP-SRS-GR: GS-0346-15, Title: Logistics Management Specialist, Location: Randolph Air Force Base, TX. The above information is provided to assist you in identifying the correct announcement. Failure to self nominate during the open announcement period indicated above will result in non-consideration for participation in the FY05 Primary Managerial Competency Assessment Cycle.

After the announcement closes, a promotion plan will be applied to ensure that each nominated candidate meets LCCEP eligibility requirements for the Managerial Competency Assessment. Employees who are eligible to participate in the Managerial Competency Assessment will be notified via e-mail one week after the announcement closes. Only employees that self-nominate and are determined to be eligible may participate in the Managerial Competency Assessment.

MANAGERIAL COMPETENCY ASSESSMENT PACKAGE: For those employees that are eligible, please follow the instructions below to complete your Managerial Competency Assessment package.

(1) Complete an individual self-assessment that addresses the OPM Executive Core Qualifications (ECQs). Detailed definitions and sample ECQ statements are located on OPM's Senior Executive Service web site at <http://www.opm.gov/ses/ecq.html>.

(a) Do not exceed three (3) pages for responses to all five (5) ECQ statements.

(b) Use one (1) inch margins with 12 pitch "Arial" font.

(c) Use clear, concise statements written in the first person.

(d) Spell out all acronyms the first time used in the narrative.

(e) Place all relevant information supporting a specific ECQ in your narrative response.

(2) A resume formatted to Civilian Competitive Development Program (CCDP) instructions, not to exceed three pages. Detailed information and a sample CCDP resume is found on the CCDP web site <http://www.afpc.randolph.af.mil/cp/dpkd/ccdp/Resume.htm>

(3) An endorsement by your designated senior logistician as determined from attachment 1. LCCEP has designated fifteen (15) senior logisticians as Managerial Competency Assessment package endorsing officials. The endorsement is required in order for your package to be assessed. Packages that do not include an endorsement from the designated senior logistician will be returned to the employee.

(a) Do not write an endorsement letter for the signature of your logistician.

(b) Place a cover letter on your package to request package endorsement by designated senior logistician.

NOTE: Local procedures for obtaining senior leader endorsements may exist. Please contact your local point of contact to determine these procedures.

SUSPENSE: Employees must self nominate to announcement 05FEB431780 by the close date in order to participate in the Managerial Competency Assessment. The deadline for the receipt of a Managerial Competency Assessment package to the LCCEP PALACE Team, HQ AFPC/DPKCL, is **25 April 2005**. Packages must be coordinated through your senior logistician and e-mailed to AFPC/DPKCL NLT midnight 25 April 2005.

If you have further questions or comments regarding the program, please contact Ms. Sylvia Reynolds, PCSP Manager, LCCEP PALACE Team, HQ AFPC/DPKCL at DSN 665-2690, FAX DSN 665-4272 or e-mail sylvia.reynolds@randolph.af.mil.


JUDY ROKOVICH
Chief, Logistics Career Field
Management Team

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Endorsement Matrix

ENDORSEMENT OFFICIAL MATRIX

COMMAND	DUTY LOCATION	ENDORSER	ENDORSER NAME
AF AUDIT AGENCY (AAG)	TINKER	OC-ALC/CD	Mr. Richey
AIR COMBAT COMMAND (ACC)	DAVIS MONTHAN	HQ ACC/LG	MG Harrell
	EGLIN	HQ ACC/ LG	MG Harrell
	HILL	HQ ACC/ LG	MG Harrell
	LANGLEY	HQ ACC/ LG	MG Harrell
	SHAW	HQ ACC/ LG	MG Harrell
	WHITEMAN	HQ ACC/ LG	MG Harrell
US AIR FORCE ACADEMY (ACD)	USAF ACADEMY	OC-ALC/CD	Mr. Richey
AIR EDUCATION & TRAINING COMMAND (AET)	ALTUS	HQ AETC/LG	BG Schmidt
	BROOKS	HQ AETC/LG	BG Schmidt
	LAUGHLIN	HQ AETC /LG	BG Schmidt
	MAXWELL	HQ AETC/LG	BG Schmidt
	RANDOLPH	HQ AETC.LG	BG Schmidt
US AIR FORCES, EUROPE (AFE)	MILDENHALL	HQ USAFE/LG	BG Lindell
	RAMSTEIN	HQ USAFE/LG	BG Lindell
	SPANGDAHLEM	HQ USAFE/LG	BG Lindell
AF RESERVE COMMAND (AFR)	DOBBINS	HQ AFRC/LG	Col Grote
	ROBINS	HQ AFRC/LG	Col Grote
HQ AIR FORCE INTELLIGENCE AGENCY (AIA)	LACKLAND	HQ ACC/ LG	MG Harrell
AIR MOBILITY COMMAND (AMC)	SCOTT	HQ AMC/LG	MG Reno
	TRAVIS	HQ AMC/LG	MG Reno
AF PERSONNEL CENTER (AFPC)	RANDOLPH	HQ USAF/IL	Mr. Aimone
HQ AIR FORCE WEATHER AGENCY (AWS)	OFFUTT	HQ AMC/LG	MG Reno
AF BASE DISPOSAL AGENCY (BDA)	LACKLAND	OC-ALC/CD	Mr. Richey
	MCCLELLAN	OO-ALC/CD	Mr. Cazell
	PENTAGON	HQ USAF/IL	Mr. Aimone
AF OPERATIONS GROUP (CBT)	PENTAGON	HQ USAF/IL	Mr. Aimone
AF COMMUNICATIONS AGENCY (CMZ)	SCOTT	HQ AMC/LG	MG Reno
AF STUDIES & ANALYSES AGENCY (CSA)	PENTAGON	HQ USAF/IL	Mr. Aimone
AF CIVILIAN CAREER TRAINING (CTP)	PENTAGON	HQ USAF/IL	Mr. Aimone
	RANDOLPH	HQ USAF/IL	Mr. Aimone
	WRIGHT PATTERSON	HQ AFMC/LG	Mr. Koenig
AF CENTER FOR ENVIRONMENTAL EXCELLENCE (EEC)	BROOKS	OC-ALC/CD	Mr. Richey
AF ELEMENTS – OTHER (ELM)	CARSWELL	OC-ALC/CD	Mr. Richey
	COLORADO SPRINGS	OC-ALC/CD	Mr. Richey
	SAN ANTONIO	OC-ALC/CD	Mr. Richey
	WASHINGTON	HQ USAF/IL	Mr. Aimone
AF CIVIL ENGINEERING SUPPORT AGENCY (ESC)	TYNDALL	WR-ALC/CD	Mr. Davis

Note: If the endorser indicated has PCSed, the incumbent or designated interim leader will assume endorsing responsibilities.

COMMAND	DUTY LOCATION	ENDORSER	ENDORSER NAME
AFELM USSPACECOM (ESP)	PETERSON	HQ USSPACECOM/J6	MG Raduege
11 TH WING (EWG)	BOLLING	HQ USAF/IL	Mr. Aimone
HQ UNITED STATES AIR FORCE (HAF)	PENTAGON	HQ USAF/IL	Mr. Aimone
AF NEWS AGENCY (ICT)	LACKLAND	OC-ALC/CD	Mr. Richey
AF INSPECTION AGENCY (ISC)	KIRTLAND	OO-ALC/CD	Mr. Cazel
HQ AF LOGISTICS MANAGEMENT AGENCY (LMA)	MAXWELL-GUNTER	WR-ALC/CD	Mr. Davis
	PENTAGON	HQ USAF/IL	Mr. Aimone
AIR FORCE MATERIEL COMMAND (MTC)	ARLINGTON	HQ USAF/IL	Mr. Aimone
	BATTLE CREEK	HQ AFMC/LG	Mr. Koenig
	BROOKS	OC-ALC/CD	Mr. Richey
	COLORADO SPRINGS	OC-ALC/CD	Mr. Richey
	DAVIS MONTHAN	OO-ALC/CD	Mr. Cazel
	EDWARDS	OO-ALC/CD	Mr. Cazel
	EGLIN	WR-ALC/MA	Mr. Davis
	HANSCOM	HQ USAF/IL	Mr. Aimone
	HEATH	HQ AFMC/LG	Mr. Koenig
	HILL	OO-ALC/CD	Mr. Cazel
	LACKLAND	OC-ALC/CD	Mr. Richey
	KIRTLAND	OO-ALC/CD	Mr. Cazel
	LOS ANGELES	OO-ALC/CD	Mr. Cazel
	MAXWELL-GUNTER	WR-ALC/CD	Mr. Davis
	MCCLELLAN	OO-ALC/CD	Mr. Cazel
	MESA	HQ AFMC/LG	Mr. Koenig
	PETERSON	OC-ALC/CD	Mr. Richey
	ROBINS	WR-ALC/CD	Mr. Davis
	TINKER	OC-ALC/CD	Mr. Richey
	VANDENBERG	OO-ALC/CD	Mr. Cazel
	WRIGHT PATTERSON	HQ AFMC/LG	Mr. Koenig
AIR NATIONAL GUARD (NGS)	ANDREWS	HQ ANGRC/LG	Col Worcester
	ARLINGTON	HQ ANGRC/LG	Col Worcester
AF OFFICE OF SPECIAL INVESTIGATIONS (OSI)	LINTHICUM	HQ USAF/IL	Mr. Aimone
PACIFIC AIR FORCES (PAF)	HICKAM	HQ PACAF/LG	BG Peyer
	YOKOTA	HQ PACAF/LG	BG Peyer
AF SAFETY CENTER (SFT)	KIRTLAND	OO-ALC/CD	Mr. Cazel
AIR FORCE SPACE COMMAND (SPC)	PATRICK	HQ AFSPC/LG	BG Deppe
	PETERSON	HQ AFSPC/LG	BG Deppe
	SCHRIEVER	HQ AFSPC/LG	BG Deppe
	VANDENBERG	HQ AFSPC/LG	BG Deppe
AF OPERATIONAL TEST & EVAL CENTER (TEC)	KIRTLAND	OO-ALC/CD	Mr. Cazel
AIR FORCE WIDE SUPPORT ELEMENT (WWS)	BOLLING	HQ USAF/IL	Mr. Aimone
	PENTAGON	HQ USAF/IL	Mr. Aimone
US TRANSPORTATION COMMAND (ZSD)	SCOTT	HQ USTRANSCOM US/TCJ4	Ms. Young
AIR FORCE SPECIAL OPERATIONS COMMAND (AFSOC)	HURLBURT	HQ USAF/IL	Mr. Aimone
AFELM US SPECIAL OPERATIONS COMMAND (ZVA)	PENTAGON	HQ USAF/IL	Mr. Aimone

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